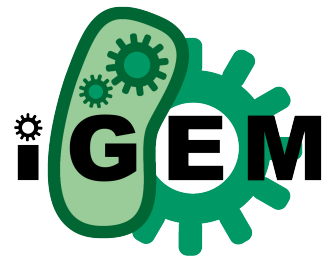


iGEM 2014 JUDGING HANDBOOK

Part 2

iGEM HQ,

iGEM Head Judging Committee



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JUDGING IN iGEM IN 2014

iGEM has grown from 5 teams in 2004 to 245 this year (with 226 coming to the Jamboree). In celebration of our 10th anniversary, we chose to move away from regions in favor of bringing everyone back to Boston for a single event. Our Giant Jamboree will be the largest iGEM Jamboree by a factor of at least 2 and the largest synbio event worldwide.

2012 saw the roll out of our online evaluation system, called the rubric and ballot. This system was successful in allowing teams to be judged by the same criteria across all regions, removing the need for teams to be evaluated relative to each other. We have continued to improve the system this year with great improvements to medal evaluation.

This document describes updates to the iGEM 2014 judging system, rubric, ballot and meeting protocols for this year. It complements the Judging Handbook Part 1 that was distributed earlier in the year. It can be found here:

http://2014.igem.org/wiki/images/3/39/JUDGESHANDBOOK_2014_1.0.pdf

INTRODUCTION TO JUDGING IN iGEM

Judging in iGEM is conducted online, so you will need a laptop or tablet to use the Judging Dashboard. You should plan about 30 minutes per team to assess the wikis. Please do this before attending the Jamboree, but with a three-day event, you will have more time to finish wiki evaluations this year than at any iGEM Jamboree in the past.

NEW IN 2014

We have been working on the iGEM ballot and rubric system since 2012. This system was updated and improved to make assessing teams easier and to emphasize that teams are selected to win by voting. We have made some important changes this year, especially in terms of evaluating parts.

Overgraduate section

Last year saw the introduction of the Overgraduate section for iGEMers who were older than 23 on the 31st of March 2014. We have roughly 150 teams in the Undergraduate section and 76 teams in the Overgraduate section this year.

We are using sections this year once again, but we have introduced a minimum number of teams for track awards to be evaluated independently. This minimum is 5 teams. Tracks with 5 or more teams in each section will have both an Undergraduate and an Overgraduate track award. Tracks with less than this 5 team split threshold will be combined into one section for the purpose of the track award.

Special prize evaluations are not affected by minimum criterion. There will be prizes for both Undergraduate and Overgraduate poster, wiki, presentation, etc., and finalists will be awarded for both sections.

Updated medal criteria

We have tweaked the medal criteria in 2014. We have added a requirement for teams to attribute their work in the bronze medal criteria:

“The description of each project must clearly attribute work done by the students and distinguish it from work done by others, including host labs, advisors, instructors, sponsors, professional website designers, artists, and commercial services. Please see the [iGEM 2011 Imperial College Acknowledgements page](#) for an example.”

Another change is that the term “Human Practices” has been replaced with “Policy & Practices”. There are Policy & Practices (P&P) requirements for both silver and gold medals for most teams. These requirements have been updated to make teams articulate the questions they will address, instead of requiring novelty as in previous years:

Silver medal requirement #4: *“iGEM projects involve important questions beyond the bench, for example relating to (but not limited to) ethics, sustainability, social justice, safety, security, or intellectual property rights. **Articulate** at least one question encountered by your team, and describe how your team considered the(se) question(s) within your project. Include attributions to all experts and stakeholders consulted.”*

The main difference between silver and gold is the increased difficulty involved in describing and evaluating the P&P question posed in the silver medal criteria:

Gold medal requirement #3: *iGEM projects involve important questions beyond the bench, for example relating to (but not limited to) ethics, sustainability, social justice, safety, security, or intellectual property rights. **Describe** an approach that your team used to address at least one of these questions. **Evaluate** your approach, including whether it allowed you to answer your question(s), how it influenced the team’s scientific project, and how it might be adapted for others to use (within and beyond iGEM). We encourage thoughtful and creative approaches, and those that draw on past Policy & Practice (formerly Human Practices) activities.*

New Track teams

Perhaps the biggest change with medals this year is the introduction of the New Tracks. New Tracks in iGEM are distinguished by their own medal requirements, with the principal difference being that these teams may not be required to make parts. The New Tracks are as follows:

1. Art & Design
2. Community Labs
3. Entrepreneurship
4. Measurement
5. Microfluidics
6. Policy & Practices
7. Software



They all have track-specific medal criteria and consequently, their own unique judging forms based on those requirements. More info can be found at:

http://2014.igem.org/Tracks#New_Tracks

iGEM track teams

While the subject areas covered in the tracks have not changes, we have split one of the tracks. The “Food and Energy” track has been split into “Energy” and “Food & Nutrition”. The iGEM track list in 2014 is:

1. Energy
2. Environment
3. Food & Nutrition
4. Foundational Advance
5. Health & Medicine
6. Information Processing
7. Manufacturing
8. New Application



Bigger judging assignments

Track judges will be assigned up to 15 teams this year. Several factors have contributed to our giving out bigger assignments. They are:

- Publication of the Judging Handbook in two parts, with case studies on how to evaluate teams
- The wiki freeze is happening two weeks before the Jamboree
- The Jamboree has three days of presentations, allowing more time out of sessions to evaluate teams.

New judging forms

We have 226 teams attending the Jamboree and for each team, medals, track award and special awards need to be judged. The judging forms have an additional number of boxes for teams to include direct links to their pages. Teams are required to submit a link to a page on their wiki and write up to 500 characters about why they should deserve a special award. The aim with these sections is for the teams to think about why they deserve a special award and to provide a link to a page on their wiki so that it is more difficult to nominate themselves than merely ticking a box.

New special awards

We have introduced a few new awards this year. There is now an award for best software by a non-software team as well as best art and design by a non-A&D team. If you feel a team has demonstrated work that might warrant these awards, please fill in those sections in the ballot.

New safety assessment

In the course of evaluating a team, you might notice some elements of their project that raise safety concerns. If this happens, please send an email to SAFETY-COMMITTEE@IGEM.ORG, describing your concern. Judges are not expected to thoroughly examine every single project for every possible safety concern, but if there is an anomaly, please contact the committee.

After being contacted, the Safety Committee members will follow up with the team as appropriate. Because the Jamboree is a busy time for everyone, we cannot guarantee that all safety concerns will be addressed before the Jamboree ends. Kelly Drinkwater will attend the Sunday evening judging meeting and the Monday finalist voting meeting in case there is a safety question that affects the distribution of awards.

If you notice a discrepancy between a team's safety forms and their wiki/presentation/poster, please consider the size of the discrepancy. Many iGEM projects continue changing until the very last minute, and although we encourage teams to update their safety forms after submission, not all teams have done so perfectly. If you wish, you might ask the team about it. Again, judges are not expected to thoroughly examine every single project for discrepancies with the safety forms.

JUDGING ASSIGNMENTS

Assignments will be distributed approximately two weeks before the Jamboree and vary based on your principal judging assignment.

Judging roles and evaluation assignments

There are four types of iGEM judges:

1. Track - Track judges need to evaluate team wikis ahead of time. They should read over all the wikis in their assignment and, at the minimum, complete the medal evaluation, project and wiki sections in the ballot.
2. Poster – The only responsibility for poster judges is to evaluate posters at the Jamboree. Their only work ahead of time is to read over the Jamboree Handbook Part 1.
3. Policy & Practices – P&P judges are specialized to specifically evaluate P&P-related work. They should focus on the silver and gold medal requirements described above as well as any teams that have nominated themselves for a P&P award.
4. New Track – NT judges have similar roles and responsibilities to track judges, only in more focused subject areas, such as microfluidics or software.

Judging evaluations and the online ballot

We will mostly use “team Example” to help illustrate the judging process. These examples use the Championship Region, but there is only one region in iGEM in 2014.


Judging interface: Introduction to your dashboard

Judging starts by logging into iGEM.org and going to your judging dashboard. You can find this dashboard through the 2014 Information for judges page:

<http://2014.igem.org/Judging>

At the bottom of this page, there is a link to your dashboard:

http://igem.org/Judge_List.cgi?year=2014®ion=Championship&division=igem



Synthetic Biology

based on standard parts

Go
Search

Judge Dashboards for iGEM 2014, Championship

Change to a different year: [2008](#) [2009](#) [2010](#) [2011](#) [2012](#) [2013](#) [2014](#) Region: [All](#) [Asia](#) [Europe](#) [Latin America](#) [North America](#) [Championship](#)

For each judge this dashboard shows the teams voted on and assigned:
 Teams evaluated for advancement, Teams evaluated for medals, Teams evaluated otherwise / Number of teams assigned

Click on your name to see your dashboard for online judging.

afke wieke betten Health & Medicine 0 / 15	Alec Nielsen Cross-Track 0 / 15	Alexandra Daisy Ginsberg Art & Design 0 / 5	Alina Chan Cross-Track 0 / 15	Alistair Elfick Poster 0 / 60
Alyssa Henning Environment 0 / 15	Andrew Herr Food & Nutrition 0 / 15	Andy Boyce Track 0 / 15	Ann Zahle Andersen Manufacturing 0 / 15	Anne S. Meyer New Application 0 / 13
Arief Budi Witarlo Energy 0 / 15	Ariel Lindner Foundational Advance 0 / 15	Barbara Di Ventura New Application 0 / 15	Beth Beason Committee	Bryony Ruegg Food & Nutrition 0 / 13
Cecile van der Vlugt Cross-Track 0 / 12	Charles Miller Poster 0 / 60	Chris French Food & Nutrition 0 / 15	Christian Rueckert Track 0 / 15	Christopher DaCunha Track 0 / 15

If you look at your name, you should see the following information:

Kim de Mora

Track
0 / 0 / 1

Below your name shows what type of judge you are (track in this example) and three numbers: 0 / 0 / 1. They represent:

The number of team medals you have awarded / number of teams you have begun to evaluate / number of teams in your assignment. These metrics allow you to keep track of how much work you have completed and how much you have remaining.

When you click on your name, you're taken to your judging dashboard:

Online Dashboard for 2014 Judge: Kim de Mora

[Edit](#)

Judge Name: Kim de Mora	2014 Teams Example 2014 Example 2014	
Region: Championship		
Type: Committee		
Track: --Unassigned--	Other Teams Example 2012 Edinburgh 2006	
Status: OK	Other Conflicts	

You have been assigned these teams to evaluate

You can chose to evaluate other teams: Add this team

You have chosen to evaluate these other teams:

[Example](#)

Energy

Art & Design	
Community Labs	
Energy	
Entrepreneurship	Second
Environment	First
Food & Nutrition	
Foundational Advance	Third
Health & Medicine	
Information Processing	
Manufacturing	First
Measurement	
Microfluidics	
New Application	
Policy & Practices	
Software	Third

(First) (Second) (Third) (None) (Avoid)

The top of this page displays your information related to judging. This is where your region, type and team conflict information is displayed. If this information is not correct, you can change it using the blue edit button at the top right corner.

The section on the right shows your track preferences. It is too late in the 2014 season for these to matter to your assignment, but the information will be preserved in 2015. If you are planning on being a judge again next year, I suggest you complete this information as soon as you have time.

The bottom section shows teams you have been assigned. When you click on a team name it will take you to the ballot for that team. This ballot is the most important section, as it is the interface that you will use to vote for your assigned teams. There is only one team in my assignment, but you may have up to 15 if you are a track judge and more if you are a poster judge.

Please note that Head Judges and iGEM HQ have the ability to add additional teams to judging assignments, as shown in this example. Your judging dashboard may not have this section at the bottom.

iGEM EVALUATION RUBRIC: THE BALLOT

When you click on a team name, you are taken to the ballot:

iGEM 2014 Ballot: Judge: Kim de Mora - Team: Example

Track: --None--
 Section: Overgrad
 Project name: We test things
 Abstract:

[Team Roster](#) [Team Wiki](#) [Judging Form](#) [Team Parts](#) [Team DNA Samples](#) [Safety: About Our Lab](#) [Safety Form](#) [Check-Ins](#)

In the top section of the ballot, you will find the section the team is in (Overgrad or Undergrad), project name, abstract, and links to information that will help you assess that team. These 8 links are:

1. **Team Roster** – Information on instructors, advisors, and student members.
2. **Team Wiki** – Link to the team wiki.
3. **Judging Form** – contains additional information on parts the team has self-selected for medal and prize evaluation. *Please use this interface when assessing all part awards and medal requirements.*
4. **Team Parts** – Team part sandbox. Shows parts the team has created or worked with over the summer.
5. **Team DNA Samples** – This summary sheet showing accepted submissions from your region. *Please use this interface when assessing all part awards and medal requirements.*

Safety:

6. **About our lab** – Safety questions about the lab, due on the 23rd of June 2014. Short, simple, for teams to learn we are doing more with safety earlier this year.
7. **Safety form** – Longer safety form with more information about a team project, organisms and parts used. Due on July 21st, 2014.

8. Check-ins – Final chance for teams to edit their safety information. Due on October 1st, 2014.

Comments, notes and medals

We have changed the order of the top sections in the ballot in 2014. The first section is the comments and notes section. In the comments section, we will ask you to provide one positive comment and one constructive criticism to the team. These comments will be reviewed before they are distributed to teams. We have also added a single section for judge comments. This section replaces the comments section previously elsewhere in the ballot, and it is for your own personal notes. Any comments in this area will not be distributed to the teams.

Comments for the Team Hide Grid View	
Please provide one positive comment	
Please provide one constructive criticism	
Judge Notes Hide Grid View	
These notes are your private notes. They will not go to the team.	
Judges Medal Rating Hide Grid View	
Judge's Medal Recommendation	
iGEM Medals for Energy Teams	
Requirements for a Bronze Medal:	
<input checked="" type="checkbox"/> Register the team, have a great summer, and plan to have fun at the Giant Jamboree.	
<input checked="" type="checkbox"/> Successfully complete and submit this iGEM 2014 Judging form.	
<input checked="" type="checkbox"/> Create and share a Description of the team's project using the iGEM wiki and the team's parts using the Registry of Standard Biological Parts.	
<input checked="" type="checkbox"/> Plan to present a Poster and Talk at the iGEM Jamboree.	
<input checked="" type="checkbox"/> The description of each project must clearly attribute work done by the students and distinguish it from work done by others, including host labs, advisors, instructors, sponsors, professional website designers, artists, and commercial services. Please see the iGEM 2011 Imperial College Acknowledgements page for an example.	
<input type="checkbox"/> Document at least one new standard BioBrick Part or Device used in your project/central to your project and submit this part to the iGEM Registry (submissions must adhere to the iGEM Registry guidelines). Please note you must submit this new part to the iGEM Parts Registry.	
Link to page on your team's wiki: Page 'test' not found.	

How to award medals

Teams complete a judging form to help the judges determine which medal they should receive. They will tick boxes for work they have completed and suggest part numbers that you should assess for different part awards.

Links in the judging form and ballot

We have introduced some major changes to this part of the evaluation in 2014. Previously, teams would tick a box to state they had completed a requirement and it would be up to the judge to scour the team wiki looking for relevant information. We now require teams to submit a link to every relevant piece of information. iGEM will check that the page is in their team namespace and will automatically count the characters on the linked page. Judges can now easily navigate to a page, determine if a team has created the page, and get a relative measure of the effort involved. Here is an example from the bronze medal section of the rubric from Team Uppsala 2014:

- ☒ The description of each project must clearly attribute work done by the students and distinguish it from work done by others, including host labs, advisors, instructors, sponsors, professional website designers, artists, and commercial services. Please see the iGEM 2011 Imperial College Acknowledgements page for an example.
- Link to page on your team's wiki: [Team:Uppsala/Attributions](#) Page size: 9610

This information will be displayed wherever teams input links.

Parts and samples in the judging form and ballot

Previously to 2014, parts and samples were displayed with links to the iGEM sample tracking system. It is important to distinguish parts and samples at this juncture. “Parts” are informational sequences that have pages on the Registry. “Samples” are fragments of DNA that teams send to iGEM headquarters. **Teams do not send us parts, they send us samples.** We verify that samples match parts on the Registry.

We now perform a “Part status check” for every part/sample a team enters into the judging form and ballot. Judges no longer need to hunt around looking for parts and learning about how to interpret information in our sample tracking system.

Let’s use team Valencia_UPV as an example.

- ☒ Document at least one new standard BioBrick Part or Device used in your project/central to your project and submit this part to the iGEM Registry (submissions must adhere to the iGEM Registry guidelines). Please note you must submit this new part to the iGEM Parts Registry. Please see the Registry help page on adding new parts. A new application and/or outstanding documentation (quantitative data showing the Part's/ Device's function) of a previously existing BioBrick part also counts. Please see the Registry help page on how to document your contributions. To fulfill this criteria, you will also need to submit the part with its original part name to the Registry, following the submission guidelines.

Part Number(s):

BBa_K1554000	[Received, Accepted]	
BBa_K1554001	[Received, Accepted]	
BBa_K1554002	[Received, Accepted]	
BBa_K1554003	[Received, Accepted]	
BBa_K1554004	[Sent 2014-10-13, Requires Exception]	[See comments on this sample]
BBa_K1554005	[Sent 2014-10-13, Requires Exception]	[See comments on this sample]
BBa_K1554006	[Sent 2014-10-13, Requires Exception]	[See comments on this sample]

This team has sent 7 samples BBa_K1554000 through BBa_K1554006. Four samples have been sent to iGEM HQ, received, processed, and accepted, as shown in green. In terms of evaluating parts, if you see the [\[Received, Accepted\]](#) status, the team has completed all the requirements for their sample to be accepted at iGEM HQ. One of the samples has met the medal criteria, so providing they have met all the other medal criteria, they should be awarded the medal.

However, not all the samples from this team have met the medal criteria. The sample for part BBa_K1554004 was sent to iGEM HQ, but it required an exception. Exceptions can be granted, but further investigation is required. If all parts require an exception, it is worth examining what a team has done, as they might be using an approved standard that we do not currently support (such as mammoblocks), or they may not understand how to make parts. In this case, we can see the reason for the exception by clicking on the [\[See comments on this sample\]](#) link for this submission.

The sample comments link will take us into iGEM sample tracking software and the shipment details page. In the case of this shipment, the team failed to clone the part into pSB1C3 in time, but chose to send it in anyway.

DNA Submission to the Registry

[-> DNA Submissions](#) -> [My Batches](#) -> [Submission Status](#)

Shipment: 02891	Sample Status More...
User: Lucía T. Estellés López	0 Accepted
Group: iGEM14_Valencia_UPV	3 Requiring Exception
Format: Single Tubes	0 Pending
	0 Rejected

Submitted:	2014-10-13
Received:	2014-10-16
Tracking Number:	1ZA783X10495733117
Carrier:	Other
Mark not received	
Delete this batch	
- Carrier: UPS - Tracking information: http://wwwapps.ups.com/WebTracking/track	

[Edit](#)

Samples:

Tube	Part	Plasmid Backbone	Resistance	Status	Notes
1	BBa_K1554004	pSB1A3	A	Requires Exception	Plasmid Backbone is not the Registry standard, pSB1C3 User sequenced We had no time to clone the part into pSB1C3
2	BBa_K1554005	pSB1A3	A	Requires Exception	Plasmid Backbone is not the Registry standard, pSB1C3 User sequenced We had no time to clone the part into pSB1C3
3	BBa_K1554006	pSB1A3	A	Requires Exception	Plasmid Backbone is not the Registry standard, pSB1C3 User sequenced pSB1C3 has a restriction site for BsmBI so this part needs to be sent in pSB1A3

For all sections in the judging form and ballot, teams need at least 1 part to meet the iGEM requirement (or approved exception) in order to be awarded the medal. This means if you see the [\[Received, Accepted\]](#) status for all the sections where parts are entered, the team has likely done enough to be awarded the medal based on that part.

When you have determined which medal the team should receive based on their completion of the medal requirements, you can vote in the [Judge's Medal Rating](#) section:

Judges Medal Rating [Hide](#) [Grid View](#)

[Judge's Medal Recommendation](#)

How to evaluate a team

When you have determined medals, you can vote on other aspects of the team's performance.

The first category in the ballot is 'Project' which encompasses all the values we feel best represent an iGEM team and project overall. Each category has several aspects. The Project category has 8 aspects, but other categories only have 4 – 6.

Project [Hide](#) [Grid View](#)

How impressive is this project?

How creative or novel is the teams project?

Did the project work?

How much did the team accomplish?

Is the project likely to have an impact?

How well are engineering and design principles used?

How thoughtful and thorough was the team's consideration of policy & practices?

Did they do the project themselves?

If you click on an aspect, you are presented with 6 language choices, a <<No Vote>> option, and a comments box. We have selected language choices varying from very

positive to absent to describe how we feel the team is performing in that aspect. When you vote, a language option will be saved and shown next to the aspect. Selecting the “No Vote” option will not penalize the team; they will be evaluated based only on the affirmative votes cast.

Project [Hide](#) [Grid View](#)

How impressive is this project?

How creative or novel is the teams project?

Did the project work?

How much did the team accomplish?

Is the project likely to have an impact?

How well are engineering and design principles used?

How thoughtful and thorough was the team's consideration of policy & practices?

Did they do the project themselves?

How impressive is this project?

<< No Vote >>

☐ Wow! The project is impressive in many ways

☐ Some elements of the project are amazing

☐ A single area of the project is impressive

☐ Solid project

☐ Somewhat impressive

☐ Project is superficial

There are two ways to view the ballot. The default view shows each aspect and the language choice you have selected once you have cast your vote. Alternatively, you can select “grid view” by clicking in the toggle in the top right hand corner to show the voting choices as a matrix. When you have voted on your language choices for each aspect, they will be displayed along with all other choices for that vote.

Project [Hide](#) [Normal View](#)

How impressive is this project?	Wow! The project is impressive in many ways	Some elements of the project are amazing	A single area of the project is impressive	Solid project	Somewhat impressive	Project is superficial
How creative or novel is the teams project?	Completely unexpected	Very Original	Has some innovative aspects	Single innovative idea	Fairly standard	Completely unoriginal
Did the project work?	Demonstration of full system working beautifully	Full system works convincingly	All elements of system function independently	Some elements of system function independently	System functions in some way but not as expected	Nothing worked
How much did the team accomplish?	Amazed at how much the team accomplished!	Impressive accomplishments	Solid accomplishments	They achieved something	Minor accomplishments	They didn't accomplish anything
Is the project likely to have an impact?	Will surely have a powerful impact on the field.	Very likely to have a strong impact on the field.	Likely to have a significant impact on the field.	May have some impact on the field.	Applications are far off	None
How well are engineering and design principles used?	Professionally engineered/designed project	Solidly engineered/designed project	Portions of the project were well engineered/designed	Some engineering/design principles applied	Attempted application of engineering/design principles	Engineering/design principles not applied
How thoughtful and thorough was the team's consideration of policy & practices?	Very impressive, insightful, and well executed. Deeply integrated with the team's project, and/or substantially addresses a broader concern.	Thoughtful, thorough and well executed. Clearly integrated with the team's project, and/or clearly addresses a broader concern	Good overall with some innovative aspects, and well executed. Some integration with the team's project, and/or a broader concern was partially addressed	Routine and standard work. Minimal integration with the team's project and/or minimally addressing a broader concern.	Insubstantial work, no clear integration with the team's project, and/or not well executed	Absent or negligent
Did they do the project themselves?	Entirely done by team	Almost all done by team	Out-sourced single minor task	Out-sourced several minor tasks	Out-sourced single major task	Not the team's work

New in 2014, we have introduced the “Track Specific” category in the ballot. Part evaluation is now separated out of the project section to reflect the differing nature of the New Tracks in 2014. Teams that are evaluated based on parts will have the following section displayed:

Track Specific [Hide](#) [Normal View](#)

Is the team's project based on Standard Parts?	Entirely	Almost entirely	Mostly	Half	Less than half	Not at all
Are the parts functions and behaviors well-documented in the Registry?	Superbly documented; reference manual quality	Illustrations, performance curves, descriptions and sources	Some performance information and descriptions	Descriptions, but no performance information	Basic description	None or a single sentence

Including “Project” and “Track Specific”, there are 13 categories that contain relevant aspects and languages choices to assess an iGEM team. While you don’t need to assess every single category for each of the teams in your assignment, please evaluate every category you feel is relevant to that team. For example, you don’t need to cast any votes in the “Modeling” category if a team didn’t perform any modeling in their project. However, you should assess as many categories as possible for each project.

To help you keep track of which categories you feel are relevant for each team, you have the ability to show or hide each category. If you don’t need to evaluate a category, you can hide it and come back later. The number of votes remaining for you to finish evaluating a category will be displayed in red and when you complete your assignment, this message will change to a green “voting complete”.

If a team does not nominate themselves for an award (they did not enter any information into the judging form), the category is hidden by default.

Comments for the Team	Show	Votes remaining: 1	Grid View
Judge Notes	Hide		Grid View
These notes are your private notes. They will not go to the team.			
Judges Medal Rating	Show	Votes remaining: 1	Grid View
Project	Show	Votes remaining: 8	Grid View
Track Specific	Show	Votes remaining: 2	Grid View
Wiki	Show	Votes remaining: 4	Grid View
Presentation	Show	Votes remaining: 5	Grid View
Poster	As a Track judge you do not need to evaluate this category.		
Policy & Practices Advance	Show		Grid View
Model	Show	Votes remaining: 4	Grid View
Innovation in Measurement	Show		Grid View
Supporting Art & Design	Show		Grid View
Supporting Software	Show		Grid View
New Basic Part	Show		Grid View
New Composite Part	Show		Grid View
Part Collection	Show		Grid View

How to evaluate special awards

We have improved the judging form this year and improved the information we display in the ballot. Teams were required to enter short descriptions and links to pages where they describe what they have done to win awards. We are displaying this information in the relevant sections in the judging ballot. For example, teams were required to write 500 characters about why they deserved to win the best Supporting Art & Design award. You can see how that user-completed information appears in the judging form below:

Supporting Art & Design [Hide](#) [Grid View](#)

How well did the project address potential applications and implications of synthetic biology?

How creative, original, and compelling was the project?

How good was the project installation in the art & design exhibition space?

How well did the team engage in collaboration with people outside their primary fields?

☐ Best Supporting Art & Design

☐ Our team will present an art installation at the Giant Jamboree

Link to page on your team's wiki:

Short description of team's accomplishments (500 chars max):

There will be user-input boxes such as this one wherever teams were required to fill out information on awards or provide a part.

HOW TO EVALUATE TEAM PARTS

****Part evaluation has been greatly improved in 2014. Thanks to the part submission status in the new judging form, you no longer need to evaluate parts according to the section below. We're keeping it in this handbook in case you want to learn more****

As 5 of the awards are related to parts (included Best Measurement Approach), it is very important to make sure parts meet the Registry criteria before awarding a prize. Here is a summary of the requirements a part must meet to be accepted by the Registry:

1. Must be in pSB1C3
2. Must be BioBrick (RFC 10) compatible or agreed exception (on case by case basis)
3. Must be documented on the part page in the Registry – Documentation posted after wiki-freeze deadline (17th of October) can be evaluated at the discretion of the judges
4. Must meet safety requirements. See the Safety Hub for more information: http://2014.igem.org/Safety_Hub
5. Should arrive at iGEM HQ by the deadline: October 10th (worldwide)

For more information, see our Submission Requirements page on the Registry:

http://parts.igem.org/wiki/index.php/DNA_Submission_Instructions

Please note: these requirements can be quickly assessed using the Sample Summary page described below.

Part assessment tools

We have created some additional tools to help judges assess parts in 2014. The first tool is the medal requirements category of the judging form in your dashboard. This form shows you the parts a team has self-selected for awards. You should evaluate a part for bronze, possibly the same part for silver and a new part for gold medal criteria, if the team is going for a gold medal. Part of the medal requirements is for teams to send parts

to iGEM HQ. To help evaluate sample submissions, we have created a sample submission page:

http://igem.org/cgi/HQ_Sample_Status.cgi?year=2014®ion=All&division=igem

This page allows you to check on the up-to-date sample submission status of all 2014 iGEM teams:

IGEM 2014 Sample Summary

Change to a different year: 2008 2009 2010 2011 2012 2013 **2014** Region: **All** Asia Europe Latin America North America Championship
Division: High School **IGEM**

This page provides a summary of the DNA Submissions sent by iGEM Teams for the event show above. Click on the team name to see all of the submission forms for that team. If a team has withdrawn, its name is in gray. If the team is a software team, their name is followed by '(SW)' and they are not required to send any BioBrick parts. Each line in the box below summarizes one submission sent to the Registry. The format is as follows:

- Date Sent '>' Date Received
- A: Number of samples in that batch that fully meet the requirements of iGEM
- E: Number of samples in that batch that do not meet the requirements

Sometimes, a team has trouble with one batch and sends samples more than once. Please ignore unsuccessful (red) batches if successful ones are present. Also, sometimes an iGEM Headquarters comment on the batch is noted.

Asia

AHUT_China 10-08 > 10-14 A: 2	Auckland_New_Zealand No samples sent	BIT 10-09 > 10-14 A: 24 10-09 > Not rcd A: 1	BIT-China 10-06 > 10-08 A: 18	BNU-China 10-04 > 10-07 A: 3 10-13 > 10-15 A: 3 10-13 > 10-15 A: 2
BUCT-China 10-08 > 10-09 A: 3	CAU_China 10-07 > 10-09 A: 9	CityU_HK 10-06 > 10-07 A: 3	Fudan 10-08 > 10-09 A: 3	Gifu 10-01 > 10-07 A: 11
HFUT_CHINA	HIT-Harbin 09-29 > 10-03 A: 1 E: 2	HNU_China No samples sent	HokkaidoU_Japan 10-05 > 10-08 A: 2	Hong_Kong-CUHK 10-08 > 10-09 A: 16
Hong_Kong_HKU 10-10 > 10-14 A: 1	Hong_Kong_HKUST 09-26 > 09-29 A: 21 E: 7 10-08 > 10-09 A: 8 10-14 > Not rcd A: None 10-14 > 10-15 A: 1	HUST-China 10-03 > 10-08 A: 3 10-09 > 10-14 A: 1 Other comment	HUST-Innovators 10-03 > 10-09 A: 1	HZAU-China 09-28 > 10-01 A: 14

Green indicates a successful submission where at least one part meets Registry guidelines. **Red** indicates the team has not sent a sample or there is an issue with one or more shipments.

If you click on a team name in the previous link (or navigate here: http://parts.igem.org/cgi/dna_transfer/batch_list.cgi?year=2014&all), you will get access to all the shipments that that team has sent to iGEM HQ. This page will show the date the team sent the shipment (so you can check if it was stuck in customs, for example), when it was received by iGEM HQ, and how many parts in that shipment were accepted. You can see this information in the orange box below:

DNA Submission Batches

[-> DNA Submissions](#) -> **My Batches**



Here are the submission forms that you have created! If you have not yet finalized a submission, you can continue working on it (click on the shipment number). If you have sent your submission, please be sure to use the tracking information you provided to monitor the progress of your shipment. Contact hq@igem.org if there are any issues or concerns.

Change to a different year:

[2007](#) [2008](#) [2009](#) [2010](#) [2011](#) [2012](#) [2013](#) **[2014](#)**

[Download csv file](#)

Total samples: 2307 for 2014

[Show deleted](#)

[Show only my submissions](#)

Shipment Number	Date Submitted	Date Received	Group or Team	User	Accepted	Requires Exception	Pending	Rejected
02922 In elution buffer	2014-10-17	Not received	iGEM14_METU_Turkey	Ilkem Kumru	5	0	0	0
02921	Not sent yet	Not received	iGEM14_HUST-China	Jiajun Tan	1	0	0	0
02920 This is a resubmission of part BBa_K734000 (originally from UT Austin 2012). We were able to get the part from another group, but it was unavailable from iGEM HQ. We are resubmitting it as requested by the Bronze Medal rules. Sent by UPS.	2014-10-09	2014-10-10	iGEM14_UIUC_Illinois	Todd Freestone	0	1	0	0
02919 Will be delivered in person.	2014-10-17	2014-10-17	iGEM14_Tufts_	Connor McBrine	1	0	0	0
02918	Not sent yet	Not received	iGEM14_NU_Kazakhstan	Luiza Niyazmetova	0	0	0	0
02917	2014-10-16	2014-10-17	iGEM14_SF_Bay_Area_DIYbio	Johan Sosa	2	0	0	0
02916 This shipment was combined with a previously started submission. Due to a delay in the synthesis of our parts by the company we had contracted it out to, our team's deadline for part submission was extended by iGEM HQ.	2014-10-16	Not received	iGEM14_Vanderbilt	Jarrod Shilts	2	0	0	0

If you click on the shipment number, you will be taken to an information page about the shipment itself. This page includes information on the number of accepted samples, rejected samples, pending, etc.

DNA Submission to the Registry

To help with this year's part submissions, we have upgraded the Sample Submission Forms. When you fill out your form, you will see which samples are correct and which require an exception from the Registry. Later, you will be able to see the submission status.

For more information, check the help pages below. Please let us know if you have any questions.

- [Sending parts to the Registry](#)
- [What do the sample status terms mean?](#)

[-> DNA Submissions](#) -> [My Batches](#) -> [Submission Status](#)

[Edit](#)

Shipment: 01814	Sample Status More...
User: Randy Rettberg	1 Accepted
Group: iGEM13_Example	1 Requiring Exception
Format: 8-Tube Strip	0 Pending
	0 Rejected

Submitted:	2013-08-16
Received:	Not received
Tracking Number:	1
Carrier:	EMS
Mark as received	
Delete this batch	

Samples:

Tube	Part	Plasmid Backbone	Resistance Status	Notes
1	BBa_B0034	pSB1C3	C	Accepted Edit
2	BBa_B0034	pSB1A3	A	Requires Exception Plasmid Backbone is not the Registry standard, pSB1C3 Edit
	duh			

When you click on the part name itself, you will be given the part quick reference box. This menu gives you information on the part itself. Clicking on the part name again in the quick reference box will take you to the part page on the Registry.

Samples:

Tube	Part	Notes
1	BBa_B0034	Edit
2	BBa_B0034	Edit

BBa_B0034

RBS (Elowitz 1999) -- defines RBS efficiency

2003 8400 uses

● ● ● ● ●

Plasmid Backbone is not the Registry standard, pSB1C3

In summary, the part evaluation system allows you to better evaluate what the team has created and whether or not they have sent that part to us.

Judges should NOT award prizes to a part if the team has made no effort to send it to iGEM HQ. To emphasize this statement, a team cannot win an award for a part they have not sent to iGEM HQ. This is an important requirement, as it is the embodiment of the iGEM “Get and Give” philosophy. We do not make parts de-novo, we send out the best parts teams have submitted in the past. This requirement was in place in previous years, but it was harder to collate all the information about a part. We hope the new part evaluation systems help judges make this determination quickly and easily.

HOW TO JUDGE TEAMS IN iGEM

How teams are scored

Judges will score specific aspects under each area in the ballot using the pre-written iGEM grading language to quickly express what they think about the quality of each aspect. For instance, under the Presentation area, one aspect, written as **'Did you find the presentation engaging?'**, has six scores ranging from **'Kept me on the edge of my seat'** to **'Put me to sleep'**. If this sounds a bit complicated, don't worry. Everything will be displayed in the team ballot, accessible through your Judging Dashboard.

Additional information on the judging form

To help judges evaluate some of the special awards, teams self-designate if they should be evaluated on the judging form. After the Medal Requirements, the judging form has information on Prizes that teams have decided they are in line to win. This information will be displayed in the relevant sections in the ballot. For example, teams must suggest a part for the "Best New Basic Part" and this part will be status checked and displayed in this award category. If the part was not sent, or does not have an approved exception, the team is not eligible for the award with the part they have suggested.

How prizes and advancement are awarded

As soon as judges are given their assignment, they can begin voting on each aspect of their assigned teams. At the end of the weekend (after the Sunday night information sharing meetings), judges should have finished voting in each aspect. At this point, all votes will be tallied. All prizes will be determined based on votes from the judges, and the scores will be ratified by the Head Judging Committee.

How Medals are awarded

When you log into your Judging Dashboard and click on a team, the first thing you should see is the team judging form. Here's a quick recap of the medal requirements for teams:

Medal:	Requirement:
Bronze	All criteria must be met
Silver	All criteria must be met
Gold	A single criteria must be met

Teams are not required to self-select the medal they think they deserve. It is up to you as the judge to determine which medal the teams should receive. Once you have decided, you can click a box at the top of the judging form in your Judging Dashboard to award a team a medal. If the team has failed to meet one of the bronze medal criteria, a judge can choose to not award a medal.

All teams can win a medal and there are no limits on the number of medals we distribute. Teams are competing with themselves. When you have assessed which medal you think a team should have, you vote in the top of the ballot here:

Medal Requirements [Hide](#)

[Judge's Medal Recommendation](#)

iGEM Medals for Non-Software Teams

Requirements for a Bronze Medal:

- ☒ Register the team, have a great summer, and plan to have a great summer.
- ☒ Successfully complete and submit this iGEM 2013 Judging Form.
- ☒ Create and share a Description of the team's project using the iGEM Registry.
- ☒ Plan to present a Poster and Talk at the iGEM Jamboree.
- ☒ Document at least one new standard BioBrick Part or Device (submissions must adhere to the iGEM Registry guidelines), of a previously existing BioBrick part in the iGEM Registry, or a previously existing BioBrick part in this new part to the iGEM Registry.

Part Number(s): BBa_T1000, BBa_T1004, BBa_J04450

☒ Description of function

Judge's Medal Recommendation

<< No Vote >>

☐ Gold

☐ Silver

☐ Bronze

☐ No Medal

Comments

AWARDS IN iGEM IN 2014

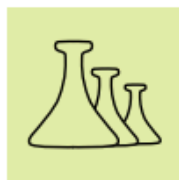
We have more tracks, more special awards and we still have both Undergrad and Overgrad sections this year.

Track awards

There are awards for all tracks:



Art & Design



Community
Labs



Energy



Entrepreneurship



Environment



Food &
Nutrition



Foundational
Advance



Health &
Medicine



Information
Processing



Manufacturing



Measurement



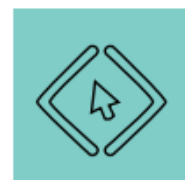
Microfluidics



New
Application



Policy &
Practices



Software

The Judging Committee decided in 2014 that there needs to be a minimum of 5 teams in a section in order to award both Undergraduate and Overgraduate prizes. There are only 4 tracks that will have both Undergraduate and Overgraduate awards. They are:

1. Environment
2. Health & Medicine
3. New Application
4. Foundational Advance

The rest of the tracks will only have a single track award. It does not make sense to have an undergraduate or overgraduate track award with only 2 or 3 teams competing.

Special awards

We will award each of the following special awards to both Undergraduate and Overgraduate sections:

1. Best Policy & Practices Advance
2. Best Measurement Approach
3. Best Model
4. Best New Basic Part
5. Best New Composite Part
6. Best Wiki
7. Best Poster
8. Best Presentation
9. Best Part Collection
10. New – Best Supporting Software
11. New – Best Supporting Art & Design

Special awards will be given to teams based on their scores in the rubric. If you think a team should win a particular award, make sure you vote for them in the ballot. There are also a few special awards that are not awarded by judges, such as the iGEMers Prize, the Chairman's Prize and the Judges Prize.

Timeline overview: Scoring and awarding

We will distribute judging assignments around the time of the wiki freeze, giving judges roughly two weeks to complete the pre-Jamboree evaluation. Before the Jamboree, Track Judges should cast votes in the Project and Wiki sections of the ballot. Even if you're not completely sure, you can vote and change your votes up until the ballots close at the end of the information-sharing meeting on Sunday night.

During the Jamboree sessions, judges should cast votes in the Presentation and Special Award sections of the ballot.

By the time of the information-sharing meeting on Sunday night, judges should have cast votes on Project, Presentation, Poster (for poster judges only), P&P (for P&P judges), Wiki and any Special Award categories applicable to that team. The Special Award aspects will be discussed during the information sharing meetings.

The scoring and awarding process occurs during five phases.

1. Before the Jamboree
2. During the Jamboree

3. The judges' information sharing meeting
4. The voting ratification meeting (only for Head Judges)
5. The winner determination meeting on Monday (during the award ceremony)

Before the Jamboree

We will distribute your judging assignment around the time of the wiki freeze. You can look over your teams before the wiki freeze, but remember that they will continue to work up until the last minute. After the wiki freeze, you should plan to spend about 30 minutes reviewing the wiki of each team in your assignment. If you're new to judging, it helps to start with the Project and Wiki sections. If you see any other facets that really shine, please vote in any of the relevant rubric categories. If you see a great basic part, please assess the team in that category in the rubric. If you see a great model, please evaluate some of those aspects in the Model category.

During the Jamboree

Please complete the online ballot for your assigned teams during or after each team presentation. After each session of 3 teams, judges in the room should convene and discuss the presentations they have just seen. It is beneficial to do this immediately after the presentations, so you can get clarification on potential issues while all the judges are present. These meetings should be held away from the students. Please note that the purpose of these meetings is strictly for the sharing of information. No consensus should be reached by the judges at this time.

Information sharing meeting on Sunday night

This three-hour meeting starts with 30 minutes for dinner, which will be held in the judging room. There will then be two hours of discussion or information sharing on the teams you have seen during the Jamboree. During these sessions, you don't need to come to any conclusions on your teams, nor do you need a consensus with your fellow judges. The discussions will then close, allowing a 30 minute period of voting time. At the end of this time, you are finished on Sunday and are free to attend the social event.

Voting ratification meeting

The purpose of this meeting is to allow the Head Judging Committee to certify the votes. Head Judges will review the votes and give each award to the team with the highest numerical score. Please note that in 2014, teams can potentially win a special award and a track award. The Head Judging Committee has created a ranked list of Special Awards in terms of perceived importance and will select the team with the highest numerical score that has not already won an award. This process is independent of finalists, track awards, and medals.

Winner determination meeting

This meeting takes place on Monday during the award ceremony and after everyone has seen all of the finalist presentations. This meeting should take a maximum of 60 minutes (including lunch), and judges must be rigid in timekeeping to ensure the award ceremony isn't held up for any longer than necessary. Judges with a team in the finals will be asked to leave the room. Deliberations in the meeting should remain confidential.

The meeting protocol shall be:

- 5-6 minutes of discussion for each finalist team. Discussion takes the form of asking questions to clarify aspects of each of the 3 finalists per section (6 total finalists). Opinions and statements about teams should not be expressed.
- After discussion of the 3 teams ends, there are 2 rounds of voting.
- In the first round, each judge gets 2 votes. This round of voting determines the 2nd runner up.
- In the second round of voting, each judge gets a single vote. This round of voting determines 1st runner up and the winner of the Giant Jamboree.
- You need to select a winner for both overgrad and undergrad sections.
- Please limit this meeting to a maximum of 60 minutes.

Grand Prize winners

There will be one Grand Prize winner in the Overgrad section and one in the Undergrad section. These sections are NOT competing with each other and will be awarded separate trophies.

FINAL WORDS

Judging is a difficult but critical part of iGEM. We are grateful for all the time and effort judges put into this process to ensure the best teams are rewarded for their efforts and that all teams feel included. Without the judges, we couldn't run our Jamborees, so from all of iGEM Headquarters and the Head Judging Committee, Thank You!

FAQ

We've broken down the FAQ section into judging, awards and protocol questions. This is the second edition of the judging handbook, so the FAQ section is still somewhat incomplete. If you have any further questions, or questions that you have answered and want to include, please email kim@iGEM.org with [iGEM 2014 Judging Handbook](#) in the subject line!

Judging questions

Q. How/Where do I start?

A. By logging into your judges dashboard. Go to the [iGEM main page](#). On the right hand side of the page, there is a Judging page, with a link to your [Judge's Dashboard](#) at the bottom. Click on your name, and you're good to go!

Q. There is a lot of work here. What should I do?

A. In this order, here are the things you should do to come up to speed on judging in iGEM:

1. Read the Judging Handbook Part 1
2. Go to your dashboard, look at your allocation and start reading wikis. Read a few before looking at the judging ballot
3. Read the Judging Handbook Part 2
4. Pick a team and go over the judging form section by section, starting with the medals
5. When you've decided a medal for a team, read through the rest of the ballot
6. Cast votes in the Project and Wiki sections
7. Cast votes in any Special Award sections
8. Come to the Jamboree, evaluate the Presentation section, and confirm your votes in the other sections in the ballot

Q. Hi iGEM, I'm a poster judge. Can I evaluate a team's presentation?

A. No. You should evaluate teams based on their Project, Poster, and any other Special Award sections. You will not be able to evaluate team presentations or wikis.

Q. Hi iGEM, I'm a Track/P&P judge. Can I evaluate a team's poster?

A. No. We have a sub-committee of poster judges to determine the poster award. While this section of the ballot is open, please do not fill it in; your time would be more wisely spent evaluating other categories and Special Awards. Please go to the poster session, but focus your questions to the team on other aspects of their project.

Q. Hi iGEM, I'm a Policy & Practices judge. I want to evaluate a team's presentation and overall categories, but don't want to assess parts. Will my evaluation still count?

A. Yes! You don't need to fill in every box in a category for your evaluation to count. If you don't feel qualified to assess the quality of a team's parts (or other aspects), you can leave those aspects blank.

Awards questions

Q. How do I vote for Special Awards?

A. Voting for any aspect in a Special Award category will put that team into the running for the award. If no votes have been cast for a special award, that team will not be eligible for the award.

Protocol questions

Q. I've evaluated the wikis in my assignment, but haven't looked at the awards yet. When should I do this?

A. If you think a team is eligible for an award, please complete the section in the rubric for that award. You can do this as soon as you receive your assignment. You don't need to wait for the Jamboree. Please note that it is unlikely that every team in your assignment will be eligible for every award, but if you think a team has done a great job, please cast your vote in that category.

Q. Are all judges able to fill in all aspects of the judging rubric (e.g. can P&P judges also grade use of standard parts, can poster judges grade presentation)?

A. Technically yes, but some votes may not be considered for some awards. The poster judge committee will determine the poster award. The Policy & Practices committee will determine the P&P award. Track judges are advised not to cast votes in these two award categories. Their time would be much better cast in award categories that are less likely to be evaluated, such as Best Part or Best Model. If you have expertise in these areas, please put it to good use and vote!

Q. How is the score affected if some aspects are not graded? What happens if some judges don't show up or don't fill in the rubric (completely)?

A. We do not 'add up' a grade for each team. We effectively take the median of the available votes. Therefore, missing votes do not have any effect other than decreasing the possible input and available wisdom. Please cast as many votes on your allocated teams as you are able!

iGEM 2014 Judging Committee:

Director of Judging	Peter Carr	carr@media.mit.edu
Co-Head Judge	Beth Beason	bbeason@rice.edu
Co-Head Judge	Janie Brennan	m.janie.brennan@gmail.com
HQ Judging Coordinator	Kim de Mora	Kim@igem.org
Head Poster Judge	Martha Eborall	MEBORALL@bluefieldstate.edu
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	King Chow	bokchow@ust.hk
North America Head Judges	Terry Johnson	tdj@berkeley.edu
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	Chris Workman	workman@cbs.dtu.dk
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